How to submit application
1. Login AIMS
For local Freshmen

2. Click “Student Services”

3. Click “Student Residence”
For local Freshmen

4. Click “Student Residence Application (Undergraduate Students)”
5. Read the guidelines and important notes carefully, scroll down to the bottom

6. Tick the checkbox

7. Click “Go” to start your application
8. Input the Score A information

*Tip: you may check your home size
Public Rental Flats or Private Flats
Attention!

If your Home Address is not the same as Contact Address in AIMS

- You are required to upload Home Address proof bearing your name dated within 20-MAY-2022 to 20-AUG-2022 (latest three months from the application deadline) by the application deadline.

- Without Home Address proof may result in "Pending" status in your application.
For local Freshmen

If the average living space per person is smaller or equal to 60 sq.ft. or home size is less than 200 sq.ft.

• You are required to submit the Home Size proof dated within 20-MAY-2022 to 20-AUG-2022 (latest three months from the application deadline) by the application deadline.

• Without Home Size proof may result in "Pending" status in your application.

Attention!
9. Input the Score B information
10. State Your Health Related Information
11. Click “Next Page” to continue
Attention!

For Leadership Qualities, if you select “Any leadership position held”, you are required to upload Leadership proof bearing your name, position/title within the validity period.

For Leadership Qualities, Academic Merits, Special Achievements and Community Services, score B will only be counted within validity period (September 2020 to June 2022). If you overstate / select wrong category / provide false information, score B will be deducted and serious case will result in disqualified.

Please note that only certification(s) / document(s) bearing your name, position/title within validity period will be considered. Photo of the award / medal in NOT accepted.
12. Check the inputted information carefully

13. Pay attention to “Warning”, if any

14. Click “Agree and submit”
15. If you submit your application successfully, you will have the application reference number.

Please keep below application reference number for your reference. Your enquiry may not able to process if you failed to provide the reference number!

220002

16. You can modify your application information within the application period.
For local Freshmen

If you are required to submit the supporting document(s),

17. Select “Document Type” and Click “Upload Document”

18. Key in the document description
19. Select the file to be uploaded
20. Click “Upload”
21. Click “Student Residence Application” and back to previous page
Email Acknowledgement after submission

From: Student Residence Office <sroug@citu.edu.hk>
Sent: Wednesday, August 17, 2022 9:36AM
To: 

Subject: Acknowledgement of Application for Student Residence

Dear Applicant,

Please be informed that your hall application has been submitted/amended on (17-AUG-2022). Your application reference number is 220002. Please keep it for your reference. You can view your most updated application form on AIMS. You are advised to print out your most updated application form for your record and future enquiry with the Student Residence Office.

Thank you for your submission.

Student Residence Office

Year: 2022/23

Disclaimer: This email (including any attachments) is for the use of the intended recipient only and may contain confidential information and/or copyright material. If you are not the intended recipient, please notify the sender immediately and delete this email and all copies from your system. Any unauthorized use, disclosure, reproduction, copying, distribution, or other form of unauthorized dissemination of the contents is expressly prohibited.
For successful applicant

How to make payment and preference indication
For local Freshmen

1. Log in AIMS to see the application result after receiving the email of result announcement.
2. If the result is successful, please note the steps and click “Payment” to confirm the offer or click “Decline” to withdraw the offer.

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1. Application Result: Successful

Your Preferences
- Hall: N/A
- Prefer NOT staying on the co-ed floor: No preference
- Room Type: No Preference
- Roommate (For double room only): N/A

Please note the steps below:

**Step (1)**: Click “Payment” button to pay confirmation fee in order to confirm your acceptance of hall offer. If your payment is successful, your application result will be changed to “Confirmed”. Late payment will not be considered and your bedplace will be forfeited automatically.

**Step (2)**: After changing the status to “Confirmed”, please click “Submit Resident Profile Survey” and fill in the information required.

**Step (3)**: Indicate your preference on Hall, Room type and roommate where appropriate. Please double check your preference after you have submitted.

Key dates highlighted as follows:
- Payment of Confirmation Fee ($1,800) by 26-Aug-2022.
- Submit the “Resident Profile Survey” by 26-Aug-2022.
For local Freshmen

3. Click “Proceed to Payment”
For local Freshmen

Online Payment

Payment Amount
HKD 1,800.00

Please select one of the following card types for the online payment.

MasterCard  VISA

Reminders

- Don’t press the web browser BACK button/shortcut key.
- The payment process must be finished within 15 minutes.
- The web browser must be configured to enable JavaScript and allow CityU server to write web browser cookie.
- The system uses 2048-bit SSL certificate to protect the sensitive payment data passing between the cardholders' web browser and the payment system servers.
- To successfully connect to the system, the user web browser must support at least one of the web security protocols, namely TLSv1.0, TLSv1.1 or TLSv1.2, and have it enabled. After 30th April 2018, the system forbids the access from web browser that doesn’t support security protocols TLSv1.1 and TLSv1.2.
- The system supports the latest version of the following web browsers, namely Microsoft Internet Explorer 11, Google Chrome, and Mozilla Firefox.

4. Select card type
For local Freshmen

5. Input info and click “pay”
6. Received a receipt number after settling the confirmation fee
7. Click “Back” to indicate preferences
8. The Application Result will be changed to “Confirmed” after payment
9. Click “Submit Resident Profile Survey” to finish the profile survey
10. After finish the profile survey, click “Indication of Preference”
11. Indicate of Hall Preference
12. Indicate Co-ed Floor Preference
13. Indicate room type preference
D. Indication of Roommate Preference for Double Room

If the students are going to stay with a new roommate, you are expected to play the role of a host, be warm, friendly and open-minded to appreciate cultural diversity and difference.

If you wish, you may indicate your preferred roommate. Only choose ONE for roommate preference:

I. I prefer to share a double room with an international student.
   - Yes

II. I prefer to share a double room with a Mainland student.
   - Yes

III. I prefer to share a double room with the student that I know:

Before doing so, you must ensure that your preferred roommate:

1. has been granted a place in the student residence for the same period as you;
2. is of the same gender as you;
3. is of the same hall preference and have the same co-ed floor preference as you;
4. is NOT the returning resident of another hall;
5. agrees to be your roommate by putting you down as the preferred roommate in her/his application.

Roommate preference by typing in his/her student ID number: _____________________________

If you do not have any roommate preference, we will randomly assign a roommate for you.

After preference indication, please click “Confirm to proceed” to proceed. Your preference will be registered after showing the statement “Your preference have been updated successfully.”

Confirm to proceed

14. Indicate roommate preference
15. Click “Confirm to proceed”